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# OTHER CAMPUS POLICIES & PROCEDURES

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## Equal Opportunity/Affirmative Action

The University of Arizona is committed to equal opportunity for all students in all matters related to admissions, housing, public and health accommodations, and other programs and activities across the campus. Furthermore, eligibility for student jobs, clubs, and sports activities, with the exception of recognized fraternities and sororities, and certain athletic teams, should be available to qualified individuals regardless of race, color, religion, national origin, sex, age, handicap, or status as a disabled or Vietnam Era veteran. The University of Arizona strives to create a campus environment which understands, fosters, and embraces the value of diversity among students, faculty, and staff. Diversity encompasses differences in age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, socioeconomic background, Vietnam Era veteran status, or unique individual style. This institution is committed to the belief that all persons are valued for their individual characteristics, talents, and contributions.

## Sexual Harassment

The university is also committed to the creation and maintenance of an atmosphere in which students, faculty, staff and administration can work together free of sexual harassment, exploitation and intimidation. Every member of the university community should be aware that the university is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by the Arizona Board of Regents. Sexual harassment may take the form of unwelcome verbal or physical actions which create a hostile, demeaning, offensive, or intimidating behavior of a sexual nature. A student who suspects (s)he may be a victim of sexual harassment should call the Equal Opportunity/Affirmative Action Office (621-9449) for confidential advice on handling the situation or to file a written complaint. Consensual sexual relationships between teacher and student, where the teacher has authority over or responsibility regarding that student, are considered inappropriate and could

lead to disciplinary action.

## Complaint Process

Please be aware that a student discrimination complaint procedure is available for students desiring to grieve acts which are prohibited by federal and state laws. Detailed information concerning the procedure can be obtained from the University Equal Opportunity/Affirmative Action Office, University Services Building, Suite 217. Phone: 621-9449.

## Alcohol Policy and Regulations

The University of Arizona adopts the following policy and regulations regarding the use and possession of alcoholic beverages on university property:

- I. **Policy:** The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state law and university regulations, and expects that such individuals will conduct themselves responsibly, mindful of the rights of others.
- II. **Arizona revised statutes make it unlawful:**
  1. For a person under the age of twenty-one years, to buy, receive, have in possession or consume, spirituous liquor as set forth in 4-241.
  2. For a person to buy for resale, sell or deal in spirituous liquors in this state without first having procured a license duly issued by the Arizona State Liquor Board as set forth in A.R.S. 4-244(1).
  3. To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. 4-244(20).
  4. For any person to serve or furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or permit an intoxicated or disorderly person to come into or remain at an event where spirituous liquor is being served or consumed as set forth in A.R.S. 4-244(14).

5. For a person to operate a motor vehicle on any highway while consuming spirituous liquor as set forth in A.R.S. 4-244(21).
6. To conduct drinking contests or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that persons consumption as set forth in A.R.S. 4-222(24).
7. For a person to sell, furnish or give cause to be sold, furnished or given to a person under the legal drinking age as set forth in A.R.S. 4-244(9).

**III. Arizona Board of Regents Policy Provides:** Alcoholic beverages may not be sold on the campus. ABOR Policy 5-108. The following regulations detail acts permitted and prohibited both on campus and on off-campus property owned or leased by the University.

#### **IV. University of Arizona Regulations Governing Alcohol**

##### **1. Sanctions/Authority**

- a. University Community - Violations of Arizona State Law may be cited under the criminal code. Further, violations of Arizona State Law, Arizona Board of Regents Policy regarding alcohol or these regulations by any student, staff, faculty member or organization shall be grounds for disciplinary action under the Student Code of Conduct and the Rules for Preserving the Maintenance of Public Order.
- b. Sanctions may also be imposed upon students and student organizations for violations of these Regulations under the Residence Hall regulations, or the Interfraternity Council, Panhellenic and National PanHellenic judiciary procedures, where appropriate. Sanctions may be imposed by one or more of the appropriate judiciary proceedings.
- c. In cases where alcohol contributes to or exacerbates violation of University rules, students may be required by the Dean of Students to participate in alcohol abuse education or counseling.

##### **2. General Limitations on Consumption of Alcoholic Beverages**

- Consumption of alcoholic beverages is permitted on University property only by persons of legal drinking age:
- a. within student living quarters under the specific terms of that living environment.

- b. within designated limited access areas on University property when said areas have been so identified and are used according to an authorization approved by the appropriate University authority.
3. **Consumption by Individuals in Residence Hall Living Quarters** The consumption of alcoholic beverages within student living quarters is subject to the terms and conditions of Department of Residence Life Rules and Regulations. Such activities shall not:
  - a. interfere with the rights of other residents and their guests.
  - b. cause the normal operation of Residence Halls to be disrupted.
4. **Consumption at Social Gatherings-Fraternities/Sororities** Fraternity and Sorority members are subject to national, state and local laws, all University policies and the Greek Alcohol Policy including all GAMMA Rules and Regulations regarding social event planning. Responsibility for the behavior of those in attendance and damages arising from the actions of those in attendance at social events is the individual and collective responsibility of the members of the sponsoring Fraternity/Sorority and its corporate entity.
5. **Consumption at Certain Limited Access Areas** The designation of limited access areas on University property for the consumption of alcoholic beverages provided for in Paragraph 2(b) hereof is the responsibility of the President of the University or his/her designee who shall establish the procedures and provide the forms necessary for seeking such designation
6. **University Events** Possession or consumption of alcohol at University sponsored events held on University property is prohibited except as specified in 2(b).
7. **Use of University Funds Prohibited** University Funds may not be used to purchase alcoholic beverages except where reimbursement for legitimate business is involved. In no instance may funds classified as state accounts be used to purchase alcoholic beverages.
8. **Admission Charges/Donation Solicitations Prohibited** Under no circumstances may admission charges be used or donations solicited for the purchase of alcoholic beverages.

9. **Marketing and Promotion Guidelines** Sponsorship, promotion or other advertising of events by Alcoholic Beverage Corporations and Distributors must comply with the University Policy on sponsorship of events by Alcoholic Beverage Corporations/Distributors. The Marketing and Promotional Guidelines, developed by the Inter-Association Task Force (NASPA, ACRA, ACUHO-I, and BACCHUS), available from the Dean of Students Office, shall apply to the relationship between The University of Arizona student, faculty or staff organizations and any company marketing alcoholic beverages on University property.
10. **Student Organizations** Members of all recognized student organizations including but not limited to fraternities and sororities shall abide by these regulations as well as state law.

## Campus Use

### A. Overview:

1. The purpose of this policy is to assure that The University of Arizona remains a forum for the broadest expression of views not in conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. The enumeration herein of certain express limitations is not intended as all-inclusive and does not preclude the imposition of other legitimate limitations.
2. The time, place, and manner of free expression activities may be regulated to prevent unreasonable interference or conflict with the educational, research, outreach, or other legitimate functions of the University, including the normal use of the affected University area by others; or any other scheduled activity.
3. The following limitations apply to all activities on campus:
  - a. They may not be conducted in a manner constituting a violation of federal, state or local law, including but not limited to those crimes listed in Arizona Revised Statutes, Title XIII, Chapter 29, "Offenses Against Public Order."
  - b. They may not be conducted in a manner or at a time or place that

unreasonably interferes with the educational, research, service, and other legitimate functions of the University.

- c. They may not be conducted in a manner that violates rules, regulations, and/or policies of the Arizona Board of Regents or the University, including, but not limited to regulations set out below or other regulations that may be developed by the Dean of Students in accordance with this policy.
  - d. They may not be conducted in a manner that violates applicable fire and safety regulations.
4. The Dean of Students has sole responsibility for the administration and implementation of the regulations for the use of the campus generally available to the public; the Dean of Students' interpretation of all of the terms in this document is binding.
  5. This policy and these regulations apply to those parts of campus over which the Dean of Students has jurisdiction.

## **B. Definitions:**

1. "Authorized" within this document means permitted by the Arizona Board of Regents or the President of the University or his/her designee.
  - a. "University Authorized Activity" means an activity which has been permitted to take place by the Board of Regents, the President of the University, or a University employee or other agent to whom authority to grant such permission has been delegated.
2. "Building or Structure Monitor" is that person with authority to grant permission to use a building or other structure.
3. "Contact Person" means that person who is designated as the sponsoring organization/individual representative to be contacted.
4. "Camping" means the use of any part of the campus for living accommodation purposes such as overnight sleeping activities, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, making a fire, using any tents or other structures for sleeping, digging or earth breaking, and/or carrying on cooking activities. Such activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants, in conducting these activities, are in

fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. Camping does not include Official University Activities or the ordinary use of University Structures that have been wholly or in part designated as sleeping and/or eating areas.

5. "Dean of Students" means the University Dean of Students or his/her designee.
6. "Mall" refers to the areas between Park Avenue and Campbell Avenue and along University Boulevard East and University Boulevard West.
  - a. "Free Speech Area" refers to that part of the Mall which may be used without advance reservations and/or scheduling for free-expression activities, including the passing of petitions, distribution of written information, picketing, and carrying of placards. Such use is subject to the general limitations set out in Section 3.a, supra, and to the specific limitations set out elsewhere in this document.
  - b. "Reserved Area" refers to a part of the mall which must be reserved and scheduled in order to provide for maximum use consistent with minimal interference with the University's educational, research, service or other legitimate functions. Specially designed time, place, and manner restrictions are imposed in such areas to assure minimal interference with these functions.
7. "Official University Activity" means regularly scheduled academic classes, research and other activities of University Units and University employees or agents; normal daily operations of the University Units; and activities sponsored by University Units in the course of fulfilling their legitimate functions.
8. "President" means the President of the University or his/her designee.
9. "Public Areas" are those areas of the campus generally open to the public during the times the University is open. Public Areas do not include, among other places, the interiors of University Structures.
10. "Sponsoring Organization/Individual" means the individual or entity responsible for the activity.
11. "Student" means any person registered or enrolled in one or more classes at the University, including a faculty member or employee so registered or enrolled. Graduate students who serve as assistants, associates or otherwise, and all other students employed part-time by the University

are classified as students for the purposes of this policy.

12. "Student Organization" means an organization composed primarily of students which has received recognition according to University policies and procedural regulations through the Office of Student Programs.
13. "Structures":
  - a. "Structure" means the framework of and the space enclosed by any building, booth, tent, canopy, vehicle, trailer, fence, wall or similar object or enclosure, including, but not limited to, the football stadium, the Student Union, and Parking lot.
  - b. "University Structure" is a structure owned, operated, or controlled by the University.
14. "University" means The University of Arizona, or the Arizona Board of Regents acting on behalf of the University of Arizona; or a person or persons to whom the Arizona Board of Regents has delegated power to act in the University of Arizona's behalf or an entity to whom the Arizona Board of Regents has delegated authority to act in behalf of the University of Arizona.
15. "University Community" means all University employees, students, agents and invited guests.
16. The term "University Property" and "University Campus" mean all land, buildings and other facilities owned, operated or controlled by the University, except that this policy shall not apply to property which the University, owns but over which it has legally relinquished its power of operation and control.
17. "University Unit" means any academic or non-academic department or division of the University or any other official entity of the University.
18. "Weekday" means Monday through Friday except for official University holidays; "Day" means calendar day.

## **C. Public Areas:**

1. Public Areas of the campus may be used by individuals lawfully on the University Property for any free expression activities, including passing of petitions, distribution of written information, picketing and carrying of placards, subject to the general limitations set out at A.3, above, and the specific limitations set out throughout this document.



2. Public Area Activities shall neither impede pedestrian and vehicular traffic, ingress to and egress from University structures, nor disrupt Official University Activities or University Authorized Activities on University Property.

## **D. Distribution of Literature:**

1. The passing of petitions, distribution of written information, carrying of placards, and picketing are not allowed inside University Structures, unless the building or structure monitor gives permission for such activity.
2. The passing of petitions, distribution of written information, carrying of placards, picketing, sign-up tables, or other set-ups (a) must not block University structure entrances or exits and (b) must comply with all applicable fire and safety codes to the same extent required of all activities.

## **E. Posting of Signs and Banners:**

1. Signs, banners, and other material may be affixed without permission to the outdoor "kiosks" located around the University campus. Signs, banners, and other material may not be affixed to the interior or exterior of any other University Structure without permission from the particular Building or Structure Monitor or other person with authority to grant permission. Such permission may be given in the form of building guidelines or regulations. Signs, banners, and other material may not be affixed to any plant or inanimate object on campus without the permission of the Dean of Students.

## **F. Activities:**

1. The Mall: See Section K Any activities on the Free Speech area of the Mall that are expected to attract more than 25 people or are advertised by any medium are subject to the limitations of Section F.2, below.
2. Public Areas other than the Mall: To facilitate scheduling, the avoidance of irreconcilable conflicts in the use of Public Areas other than the Mall,

the maintenance of public safety, the fullest possible use of the Public Areas of the campus, the uninterrupted performance of the educational, research, service and other legitimate functions of the University, persons engaged in activities in Public Areas other than the Mall should adhere to the following procedures:

- a. Notification: Activities that are expected to attract more than 25 people or are advertised by any medium should be preceded by a notice to the Dean of Students not less than 24 hours prior to the expected time of such activities.
  - b. Arrangements: The notice shall set out the name, address, and telephone number of the Sponsoring Organization/Individual or of the Contact Person; the anticipated number of participants in the activity; the time and place at which it is planned; and the security, sanitation, and clean-up arrangements to be provided by the Sponsoring Organization/Individual.
  - c. Approval: The Dean of Students will approve the activity in writing unless the activity is too large to be safely contained in the area proposed, is in conflict with the use of another who has previously given the notice prescribed, or otherwise violates any of the limitations set out in Section A.3 above. In such cases, the Dean will make all reasonable efforts to determine and provide a suitable alternative time and location for the proposed activity, and/or to determine how the activity can be modified to satisfy the requirements of Section A.3, supra.
  - d. Security: The Dean of Students, after consultation with the Chief of The University of Arizona Police Department, will advise the Contact Person of the Sponsoring Organization/Individual about necessary security arrangements, including the use of monitors and other aspects of crowd control, and make necessary arrangements for the deployment of University police or other appropriate authority, if additional security is required.
3. University Structures: Persons or entities desiring to use University Structures for activities other than those that constitute the ordinary use of such structures in fulfillment of the educational, research, service and/or other legitimate functions of the University must obtain permission from the appropriate Building or Structure Monitor.
  4. Other Campus Areas: In areas of the campus other than those described in Sections F1, 2, and 3, above, the Mall, Public Areas other than the Mall, and University structures activities that are expected to attract more than 25 people or that are advertised in any medium are not allowed. All other activities in such areas are subject to the limitations of Section A.3, above.

## G. Structures:

1. Structures other than University Structures may not remain on University Property.
2. Structures other than University Structures may be placed and remain temporarily on the Mall in accordance with the following regulations:
  - a. Temporary Structures:
    1. Temporary Structures may be placed and remain temporarily in the area between Park and Campbell Avenue between 8:00 a.m. and 5:00 p.m. weekdays and weekends, but must be taken down and removed daily and the area removed of all debris and trash.
    2. Temporary Structures that are part of an Official University Activity or University Authorized Activity are allowed to the extent that such Official University Activities or University Authorized Activities require the erection of Temporary Structures.
3. Subject to the regulations set out below, Temporary Structures for Official University Activities or University Authorized Activities on the Mall may be erected and remain on the Mall for the agreed upon period of time required to carry out the activity and need not be taken down at night during that period of time.
  - a. Notification: Prior to erection of any Temporary Structure, the Sponsoring Organization/Individual must obtain a Mall Scheduling Form from the Arizona Student Unions Events/Scheduling Office. Prior to erection of any overnight Temporary Structure, the Sponsoring Organization/Individual must obtain an Overnight Temporary Structure Form from the Arizona Student Unions Events/Scheduling Office.
  - b. Responsibility: The Contact Person, on behalf of a Sponsoring Organization/Individual shall take responsibility for the Temporary Structure, including its proposed location and design as well as its maintenance during the entire time it is left in place. The Sponsoring Organization/Individual or Contact Person will sign an agreement to remove the Temporary Structure at or before the time set for removal; to abide by this policy and these regulations and any other agreed upon terms for the erection of the Temporary Structure; to pay for injuries to persons or property caused by the Temporary Structure; and to assume the

risk for any injury to the property or persons of the Sponsoring Organization/Individual or members thereof. Such responsibility and assumption of risk will be evidenced by the Contact Person's/Individual's signature of the agreement on the Mall Scheduling Form and/or Overnight Temporary Structure Form.

- c. **Safety:** The Temporary Structure and its intended uses may not constitute an unreasonable safety hazard; shall not block or impede entry to any building or interfere with normal pedestrian or vehicular traffic; or inflict unreasonable damage to landscaping.

## **H. Nighttime Use**

1. In furtherance of the educational, research, service, and other legitimate functions of the University, no part of the campus, including the Mall, is generally available for organized activities after 10:30 p.m. and before 7:00 a.m., except Official University Activities or University Authorized Activities.

## **I. Camping:**

1. Camping is not allowed on University property.

## **J. Sound Amplification:**

1. Sound amplification will be allowed in accordance with the following guidelines:
  - a. When classes are in session, sound amplification will only be allowed from 12:00 (noon)-1:00 p.m. Monday-Friday and from 5:00-7:00 p.m. Monday-Thursday.
  - b. No sound amplification will be permitted after 7:00 p.m. Monday-Thursday except when authorized for Official University Activities.
  - c. Amplified sound shall be restricted to a level that complies with the limitations listed at A.3 above; in no event shall it exceed 85 db at the source.

2. Public address sound equipment may be ordered through Facilities Management or groups may provide their own equipment.
3. Any Sponsoring Organization/Individual using musical sound systems must clarify with Facilities Management their wattage and power amperage needs ten (10) weekdays prior to the scheduled event.

## **K. University Mall Regulations:**

1. Free Speech Use Area: Uses that are expected to attract more than 25 people or that are advertised in any medium are subject to the limitations of Section F.2, supra.
2. Reserved Use Area: Because the Mall is used for many educational, service, and other legitimate University purposes, as well as for non-University purposes, and because there is a strong likelihood of conflict in such uses, it is necessary to schedule Mall activity in the Reserved Use Area. Scheduling regulations are designed, therefore, to impose time, place and manner restrictions on users that will assure use of the Mall by the greatest possible number of users. Because activities scheduled for the Mall must not unreasonably interfere with the University's educational, research, service, and other legitimate functions, it is also necessary to adopt regulations that impose time, place, and manner restrictions to assure minimal interference with such functions. The following regulations therefore are intended to provide for maximum use consistent with minimal interference with the University's legitimate functions.
  - a. Reservations: Space on the Mall may be reserved for use by a Sponsoring Organization/Individual. Reservation of space must be made through the Arizona Student Unions Events/Scheduling Office. Scheduling of the use of the Mall will be handled on a "first come first served" basis. Requests for the use of the Mall must be submitted to and approved by the Arizona Student Unions Events/Scheduling Office ten (10) weekdays in advance of the date the activity is scheduled to take place. Forms for scheduling Mall activities are available in the Arizona Student Unions Events/Scheduling Office. The Arizona Student Unions Events/Scheduling Office will maintain a master calendar showing scheduled Mall activities.
  - b. Responsibility: The Sponsoring Organization/Individual shall designate a responsible individual as Contact Person for Mall activities requested. It is understood that a Sponsoring Organization/Individual, acting through its Contact Person, will

take full responsibility for injury to any person or property caused by the Sponsoring Organization/Individual or its members and will assume the risk for any injury to the property or persons of the Sponsoring Organization/Individual or its members.

- c. Clean-Up: The Sponsoring Organization/Individual will be responsible for cleaning the activity area of debris and trash on a daily basis, and will be responsible for the dismantling and removing of any tables, chairs, or Structures used for the activities. When sponsoring entity is an organization rather than an individual, the Contact Person will be the individual who will be charged with the Sponsoring Organization responsibility for such clean-up on behalf of the Sponsoring Organization.
  - d. Equipment: All uses of the Mall that require special equipment, such as platforms, amplifiers, tables, recreational equipment, etc., must be coordinated with the designated representative of the Facilities Management Department.
  - e. Payment: Any Sponsoring Organization/Individual not funded by the University must pay the University prior to approval of the activity for any services to be provided by the University. Payment by such Sponsoring Organization/Individual shall be submitted to Cost Accounting in the Facilities Management Department.
  - f. Insurance: The Sponsoring Organization/Individual may be required to provide satisfactory evidence of ability to compensate for potential injury when there is a reasonable basis for concern that an activity may cause significant personal or property damage. Such evidence may include satisfactory evidence of liability insurance in the amount of \$1,000,000. Such evidence must be provided to the Risk Management and Safety office.
  - g. Structures: Use of structures on the Mall is governed by Section G above.
  - h. Sound Amplification: Use of sound amplification is governed by Section I above.
  - i. Commercial Activity: Sponsored commercial activity is governed by the University Business Practices Guidelines Policy on Sponsored Commercial Activity on University Property.
3. Mall Events Committee: The Mall Events Committee annually reviews guidelines for the use of the Mall and assists the Dean of Students'

Office in events approval as needed. The Mall Events Committee is composed of the Associate Dean of Students, who serves as chair; representatives from the Arizona Student Unions, Facilities Management, Risk Management and Safety, Parking and Transportation, Intercollegiate Athletics and the University Activities Board; a faculty representative; Mall/Commercial Activity Coordinator, ASUA Executive Vice President, University Activities Board President and a student organization president.

## **L. Interpretations, Amendment and Effect of Certain Findings:**

1. The Dean of Students may make insubstantial changes to the wording of this document when such changes are required for clarity and do not affect the substance of the document. If one or more provisions of this document are declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. The Dean of Students shall have the sole authority to interpret these policies and regulations and these interpretations shall be binding.

## **M. Enforcement:**

1. The Policy and Regulations Governing the Use of the Campus shall be enforced by the University of Arizona Police Department, the Arizona Student Unions and the Dean of Students' Office.

## **N. Violations:**

1. Any Sponsoring Organization/Individual who violates any of the provisions of the Policy and Regulations Governing the Use of the Campus may be denied approval of future requests for permission to use University Property for activities that require such permission or may be otherwise restricted in their use of University Property.
2. Any Sponsoring Organization/Individual whose violations of the provisions of the Policy and Regulations Governing the Use of the Campus also constitute violations of other policies, rules or regulations published by The University of Arizona or the Board of Regents will be subject to all applicable sanctions for violations of those other policies,

rules, or regulations.

3. Any Sponsoring Organization/Individual whose violations of the provisions of the Policy and Regulations Governing the Use of the Campus also constitute violations of federal, state, or local law will be subject to all applicable sanctions for violations of such law.

## Co-curricular Activities and Programs

Co-curricular activities shall be activities which relate directly to and encompass membership in the University recognized student organizations and groups and special events and projects. Intercollegiate athletics (NCAA and PAC 10 and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation.

## Unit Requirements

Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation. All elected or appointed officers of these activities to be eligible to hold these leadership positions must at the time of their election or appointments meet the minimum cumulative grade point average of 2.0; graduate students, work carried for graduate credit only, cumulative 3.0. Monitoring of academic eligibility of presidents is calculated by the Dean of Students Office and the Office of Student Programs, each president is responsible for monitoring eligibility of other organization officers. To participate in co-curricular activities, students must be enrolled in the University for a minimum of seven (7) units throughout their term of office. When a student continues in office from one semester to the next, the student must have successfully completed a minimum of seven (7) units the previous semester. Graduate students must be enrolled in the university for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of this paragraph, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S, or P.



## Rules of Procedure

Whenever an irregularity arises relating to a student's eligibility to participate or hold an office in a co-curricular activity, the Dean of Students shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstance may be made to the Co-curricular Activities Review Committee. The committee will review written statements of the exception and forward recommendations to the Vice President for Campus Life for final action.

## Membership and Selection

The Review Committee shall be composed of:

1. Three student members appointed by the President of ASUA by the beginning of the Fall semester of each academic year.
2. Three faculty members appointed by Student Programs by the beginning of the Fall semester of each academic year.
3. The Dean of Students Office shall appoint a representative by the beginning of the Fall semester each academic year.
4. A member of the Student Programs staff shall serve as the designated chairperson.
5. All committee members shall serve a term of one year from the appointed date. For further information contact Student Programs at 621-8046.

## Diversity

The University of Arizona strives to create a campus environment which understands, fosters, and embraces the value of diversity among students, faculty and staff. Diversity encompasses difference in age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, socio-economic background, Vietnam Era veteran status or unique individual style. This institution is committed to the belief that all persons are valued for

their individual characteristics, talents and contributions.

## **Food and Drink in the Classroom**

As part of our efforts to maintain our facilities and teaching environments, people are asked not to bring food or drinks into classrooms unless the instructor approves. Contact Facilities Management for further details.

## **Recognition of Student Organizations**

Existing student organizations must submit materials annually to maintain university recognition. New student organizations can be formed at any time by following the steps necessary for recognition. For further information, contact the Department of Student Programs, 101 Student Union.

## **Release of Student Information**

<http://www.registrar.arizona.edu/ferpa/ferpa.htm>

## **Accommodation of Religious Observance and Practice**

- A. No employee, agent, or institution under the jurisdiction of the Arizona Board of Regents shall discriminate against any student, employee, or other individual, because of such individual's religious belief or practice or any absence thereof.
- B. Administrators and faculty members are expected to reasonably accommodate individual religious practices. A refusal to accommodate

is justified only when undue hardship would result from each available alternative of reasonable accommodation.

- C. No administrator or faculty member shall retaliate or otherwise discriminate against any student, employee or prospective employee because that individual has sought a religious accommodation pursuant to this policy.
- D. It is the responsibility of the president of each university, and the executive director of the Board as to the central staff, to take such actions as are necessary to insure that the intent of this policy is implemented. In implementing this policy, the president of each university shall insure that the policy is included in the university catalog and in such other publications as will assure that all members of the university community are advised of its existence, and the manner in which information regarding its implementation may be obtained.

## **Sponsorship of Events by Alcoholic Beverage Corporations/Distributors**

The alcoholic beverage policy of the University of Arizona in relation to joint advertising, sponsorships and promotions where contractual relationships exist between the University and a vendor is as follows: Advertising or sponsorship from alcoholic beverage distributors are acceptable provided such advertising or sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation's/distributor's logo is acceptable. Promotions which relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion or message shall include any reference to an alcoholic product in conjunction with the distributor's name. Use of University of Arizona marks or logos is prohibited without prior permission.

*Effective: July 1, 1991*

## **Student Employee Grievance**

# Procedure

## I. GRIEVANCE PROCEDURE AND BACKGROUND

Most employee concerns can be resolved informally between the people directly involved. When these concerns cannot be resolved informally, an eligible student employee has the right to seek adjustment to employee related conditions that he or she considers unjust or adverse to his or her personal welfare through the use of the Student Employee Grievance Procedure. A grievance must be filed no later than five (5) calendar days after the knowledge of the incident or situation on which the grievance is based. Policies and procedures of the Arizona Board of Regents and the University of Arizona and issues such as monetary increases, job classifications, work assignments (not involving safety and security), verbal warnings, work hours and elimination/reduction in funding are matters which are excluded from the Student Employee Grievance Procedure. Grievances involving illegal actions and perceived racial or other discrimination or sexual harassment should be reported directly to the Affirmative Action Office. Every effort should be made to attempt to resolve a student employee's concerns through informal discussions within departments. The student employee is responsible for giving the supervisor and department head the opportunity to resolve the student employee's concerns on an informal basis before using the Student Employee Grievance Procedure. Similarly, the supervisor, department head and head of the college or division are responsible for objectively considering the student employee's concerns and responding to the student on a timely basis. The Dean of Students or a designee may assist in resolving a grievance by serving as an impartial mediator at the request of one or both parties involved. Both parties must agree to this mediation process. Mediation may be requested in writing by either party at any point in the process and will serve to temporarily suspend time limits prescribed in the procedure below. Either party may request in writing (from the Dean of Students) a variance in the stated time limits for action prior to the expiration of the stated time limits.

## II. ELIGIBILITY

Student employees who are eligible to use the grievance procedure must meet one of the following tests:

- A. Have worked an average of 15 or more hours for six (6) consecutive weeks or
- B. Completed three (3) consecutive months employment.

## III. STEPS OF THE GRIEVANCE PROCEDURE

For purposes of interpreting this procedure, the first step will apply only when a student employee reports to a supervisor who is not a department head. If the immediate supervisor is also the department head, the

grievance procedure will begin with the second step. The first step could be verbal or written, but the second step must be in writing. Any step in the procedure can be waived by mutual consent of the parties involved. Dates of written documents shall be honored upon receipt by the next step. Written grievance documents should be hand carried or mailed special delivery with a return receipt requested.

A. First Step--The Immediate Supervisor

A student employee takes the first step in the grievance procedure when he or she advises the immediate supervisor of a specific dissatisfaction and further indicates the adjustment desired. As a means of encouraging informal and open discussions between a supervisor and the student, a written grievance is not required at this step; however, a supervisor who receives a grievance in writing will reply to it in writing. If the requested adjustment is not granted, or if the supervisor does not have the authority to grant or deny the adjustment, the immediate supervisor will advise the student employee of the right to carry the grievance to the second step. If after (5) calendar days the student employee has not received a written response from a written grievance, the grievance is automatically carried to the second step.

B. Second Step--Department Head

If the aggrieved student employee is beginning the grievance at the second step, as set forth in the above section, or if the student employee has been unsuccessful at the first step and wishes to have the grievance considered at the next step, the grievant will present the matter to the department head. If the grievance has been considered at the first step, it must be submitted for the second step review within ten (10) calendar days after the student employee's receipt of a decision. The grievance at this step must be submitted in writing and the department head's response must be in writing. Both the department head and the student should keep notes on any conversations or discussions of the grievance. In cases where the student is employed under the work study program, it is the responsibility of the department head to notify the Office of Student Financial Aid that a grievance has been filed. The department head will consider the grievance and, if the desired adjustment is within his or her authority, will grant, deny or negotiate a modification of the request within ten (10) calendar days. If the desired adjustment is denied or is not within the authority of the department head to consider, the department head will advise the grievant in writing of the right to carry the grievance to the third stage of the grievance procedure. If after ten (10) calendar days the student employee has not received a written response, the grievance is automatically carried to the third step.

C. Third Step--Head or Designee of College or Division

If the student employee is unsuccessful in reaching a satisfactory adjustment with the department head and wishes to have the grievance considered further, the grievant may present the matter to the head of the college or division within ten (10) calendar days after the student employee's receipt of a decision. The grievance should be submitted in writing stating the specific dissatisfaction, facts in support of the grievance, and specific actions sought. The head or designee of the college or division must respond in writing. Again, notes of any conversations or discussions concerning the grievance should be taken by both the grievant and the head of the college or division. The head or designee of the college or division will consider the grievance and, if the desired adjustment is within his or her authority, will grant, deny, or negotiate a modification of the request within ten (10) calendar days. If after ten (10) calendar days the student employee has not received a written response, the grievance is automatically carried to the final step. If the desired adjustment is denied or is not within the authority of the head of the college or division to consider, the grievant will be advised of his or her right to carry the grievance to the final step of the grievance procedure.

D. Fourth and Final Step--Student Employee Grievance Committee or Review by Dean of Students or designee.

If the third step remedy is denied or its solution is unsatisfactory, any eligible student employee who feels that his or her grievance merits consideration at the final step may request a hearing by the Grievance Committee. Requests for a hearing must be submitted in the writing to the Dean of Students within ten (10) calendar days of the student employee's receipt of a reply from the head of his or her college or division. Requests must indicate (1) that the grievance procedure has been followed through the third step and a copy of the request for third step consideration should be submitted to avoid undue repetition, and (2) must state the specific complaint and facts in support of the corrective action desired. The Dean of Students or a designee will consider the fourth step appeal and determine whether the issues being grieved are subject to a Dean of Students Investigation and Review Procedure or Grievance Committee Hearing.

1. Dean of Students Investigation and Review Procedure

The Dean of Students Review will represent the fourth and final step on issues such as filling vacancies, written warnings or issues where no direct personal wrong or injury can be shown to have occurred. These are considered non-punitive administrative actions and in such instances this step serves as a review by the Dean of

Students or a designee of the application of University and Board of Regents policies with respect to the grievant. This review will be summarized in writing to the grievant with findings and determination issued by the Dean of Student or designee within ten (10) calendar days following his or her receipt of the grievance. The Dean of Students or designee decision is final and this ends the grievance procedure in these cases.

2. Student Employee Grievance Committee Hearing  
If the Dean of Students or a designee determines that the issues being grieved are proper subject matter for a fourth step Grievance Committee Hearing, a hearing date will be established at the earliest convenience of all concerned parties. Examples of matters which are subject to the Student Employee Grievance Committee Hearing are discharge and disciplinary suspension/probation.

E. Student Employee Grievance Committee

The Dean of Students or a designee appoints three persons from a variety of occupational classes to insure that impartial members will be available for hearings.\* The committee will be comprised of one faculty member, one classified staff member, and one student. The Dean of Students or a designee will also be an impartial technical advisor, and shall inform all parties of hearing policies and procedures.

F. Conduct of Hearing

The Dean of Students or a designee will request that the following information be provided in writing by the aggrieved student employee and by the management of the aggrieved student's department:

1. The name and qualifications of the representative for the grievant if the student wishes to have representation. (No person appearing as an attorney shall participate in the proceedings and his or her presence is permitted only for purposes of observing the proceedings and advising the client during them.)
2. The name of the representative for the grievant's department.
3. Any names of witnesses for either party. The Chairperson of the Grievance Committee, who shall be selected by the Committee, is responsible for conducting the hearing in a manner that will insure each side the opportunity to present its position to the Committee. The Chairperson of

the Committee shall:

- a. Convene the hearing, which shall be conducted in an orderly and dignified manner;
- b. Poll the votes of the Committee, including the Chairperson's own vote;
- c. Prepare a brief summary of the case, as pre-sented in the hearing, facts developed by the Committee, pertinent documents, etc.;
- d. State the Committee's conjunction as to what corrective action is to be granted, modified, denied; and,
- e. Make any recommendations thought to be in the interest of sound University/student employee relations. The decision of the Committee is advisory to the Vice President for Campus Life and concludes the Grievance Procedure. The Vice President for Campus Life or a designee will render the final decision in writing to all parties concerned within ten (10) calendar days of the receipt of the decision.

## Student Grade Appeal Procedure

A student may appeal a grade by using the following procedures. Where mentioned, the words college, dean, and department head are the department or college in which the course being appealed was offered. All timelines refer to the first regular semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the dean determines a case warrants immediate review.

Written verification of each step below is critical. Steps three, five and seven require the student to submit a written appeal. Therefore, either mail the appeal via return receipt or deliver it to the appropriate office and have a staff member verify the date and time of delivery. The dean's decision on whether or not the deadlines have been met is final. The dean has the authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend



beyond the first regular semester.

### TIME TABLE

| Prior to: | Complete Steps: | Responsibility of:          |
|-----------|-----------------|-----------------------------|
| Week 5    | 1, 2, and 3     | student                     |
| Week 7    | 4               | instructor                  |
| Week 8    | 5               | student                     |
| Week 10   | 6               | department head; instructor |
| Week 11   | 7               | student                     |
| Week 15   | 8 and 9         | dean                        |

**Step 1:** Within the first five weeks of the semester the student should discuss the concerns with the course instructor, stating the reasons for questioning the grade. If the instructor is a teaching assistant/associate and this interview does not resolve the difficulty, the student shall discuss the problem with the person in charge of the course.

**Step 2:** Within the first five weeks of the semester, the student shall go to the college dean's office to obtain any requisite forms and to review directions. The student must attest in writing that s/he has informed the instructor s/he intends to file a grade appeal.

**Step 3:** Within the first five weeks of the semester, the student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the department head.

**Step 4:** Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.

**Step 5:** If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the department head.

**Step 6:** The department head has two weeks to consider the student's written statement, the instructor's written statement, and confer with each. The department head, who does not have the authority to change the grade, shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the department head and the student in writing of his/her decision.

**Step 7:** If the department head does not act on or resolve this matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the dean.

**Step 8:** The dean shall convene a committee to review the case. The committee consists of five members. Faculty representatives include one from the department of the instructor concerned, and two from other closely-related departments or colleges. The student council of the college provides two student representatives. Student representatives shall be full-time upper-division undergraduates students for appeals by undergraduate students or full-time graduate students for appeals by graduate students. If the college does not have an appropriate student council, ASUA shall appoint the student members. All student members must be in good academic standing in that college. Within the structure provided by the dean, the committee shall design its own rules of operation and select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may, or may not (a) meet separately with the student, the instructor, and the department head, (b) request each party to submit a brief written summary statement of the issues, and/or (c) interview other persons who have relevant information. If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, the department head, and the dean.

**Step 9:** The dean shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The dean has the authority to change the grade and the registrar shall accept the dean's decision. The department head, the instructor, and the student shall be notified in writing of the dean's decision.

**All policies found in the Policy Manual are subject to change from time to time as approved by the Arizona Board of Regents. The central office disseminates hard copies of additions/revisions not more than 3 times each year. The web copy, located at <http://www.abor.asu.edu>, is updated every 1-2 months, as needed. Prior to acting in reliance upon a specific board policy as it appears in any copy of the policy manual, please check to make sure that the board has not recently approved any additions/revisions to that specific policy.**

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